



Travel & Training Approval/Advance

Vendor Name

Vendor #

Employee Name

Date

Department

Division

Job Title

Name of Training Event

Location

Date From

To

Reason for Attending

Estimated Expenses

Lodging

Meals/*Per Diem

Registration/Fees

Transportation

Miscellaneous

Total Estimated Expenses

*Show only the amount the employee is going to receive in advance below - **Note: Per City policy, Lodging and Registration/Fees cannot be included in advance:***

Advanced Amount Requested

For Per Diem, remember to deduct 1/3 of per diem allowance for meals which are provided as part of the training/seminar and adjust for allowable meals on travel days.

For an Advance - check your calendar and send the Advance Request 10 business days before the training/seminar.

Forward this form to Finance after approval only if a check will be generated. If not, return to employee.

Employee Signature

Date

Director Signature

Date

If travelling out of state, City Manager approval is required.

City Manager Signature

Date